

# PLANNED PARENTHOOD OF MID AND SOUTH MICHIGAN

## JOB DESCRIPTION

*Shaded area to be filled by Human Resources:*

<u>FLSA</u>	<u>Job Code</u>	<u>Pay Grade</u>	<u>Approval Date</u>
Non-Exempt			March 11, 2014

**Job Title:** Community Canvasser (Temporary Position)

**Job Summary:** Under limited supervision, uses intermediate skills obtained through experience and training to conduct door to door canvassing campaigns in an assigned district throughout the State of Michigan.

### Essential Duties and Responsibilities:

- Travel to assigned geographic territory.
- Engage community members through door-to-door canvassing and/or in one-to-one conversation about reproductive health legislation and other sensitive issues impacting the organization.
- Provide supporting information and materials about current reproductive health policies and the impact of current and/or pending state/federal legislation.
- Encourage civic engagement through volunteerism, voter participation or other methods to ensure their voice is heard.
- Attain assigned daily contact and engagement goals as assigned.
- Accurately record and report canvassing activities and information using assigned technology.
- Maintain inventory of canvassing materials and ensure ample supply is requested and received in a timely manner.
- May be responsible for driving a team of canvassers.
- Performs other duties and responsibilities as assigned.

### Knowledge, Skills, and Abilities:

Knowledge of:

- Reproductive health issues impacting the organizations ability to further its mission.

Skill in:

- Attracting and engaging community members in an appropriate and professional manner.

Ability to:

- Adhere to assigned talking points and deliver in an authentic and personable manner.
- Partner with other canvassers, Field Director, and/or Regional Field Manager to accomplish objectives.
- Incite enthusiasm and influence, motivate and persuade others to achieve desired outcomes.
- Verbally communicate in a professional and effective manner.
- Work independently as well as collaboratively within a team environment.
- Handle stressful situations and provide a high level of customer service in a calm and professional manner.

### Educational/Previous Experience Requirements:

- Minimum Degree Required:
  - High school diploma
- Experience in door-to-door canvassing or community organizing/education, non-profit programs or political campaigns is preferred. Any equivalent combination of experience, education, and/or training approved by Human Resources.

~or~

### Licenses/Certifications:

- Licenses/Certifications Required at Date of Hire:
  - Valid driver's license and proof of valid auto insurance (if assigned as team driver)

### **Working Conditions:**

**Hours:** 9 a.m. to 5 p.m. Tuesdays through Saturdays.

**Travel Required:** 100% within assigned district.

**Working Environment:** Exposure to outdoor weather conditions including sun, heat, cooler or warm temperatures, and/or rain, based on canvassing season.

**Job Family:** PPAM

### **Physical Requirements:**

Sitting	Up to 0 hour(s) per day	Lifting	Up to 8 hour(s) per day
Walking	Up to 8 hour(s) per day		Up to 25 max. pounds**
Standing	Up to 8 hour(s) per day	Pushing	Up to 0 hour(s) per day
Bending	Up to 4 hour(s) per day		Up to 0 max. pounds**
Squatting	Up to 1 hour(s) per day	Pulling	Up to 0 hour(s) per day
Stooping	Up to 1 hour(s) per day		Up to 0 max. pounds**
Reaching	Up to 8 hour(s) per day	Climbing	Up to 8 hour(s) per day
Balancing	Will not generally apply	Stairs	Up to 8 hour(s) per day
Twisting	Up to 1 hour(s) per day	Ladder	Will not generally apply
Crawling	Will not generally apply	Step-stool	Will not generally apply
Kneeling	Up to 0 hour(s) per day	Excessive heat	Will not generally apply
Typing	Up to 8 hour(s) per day	Excessive cold	Will not generally apply
Data Entry	Up to 8 hour(s) per day	Dust	Will not generally apply
		Humidity	Will not generally apply
		Loud Noise	Will not generally apply
		Hands in Water	Will not generally apply

<b>Unusual hearing or vision demands:</b>	None specified
<b>Other physical demands or notes:</b>	** Employees should not attempt to lift, pull or push a load in excess of 50 lbs. without assistance. Care should always be taken when lifting, pushing or pulling in an awkward position.

Thank you! The job description is attached and this is the link as to where to apply:

<https://plannedparenthoodext.hire.com/viewjob.html?optlink-view=view-102366&ERFormID=newjoblist&ERFormCode=any>

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature of work performed; the level of knowledge and skills typically required; and usual working conditions of this position. It is not designed to contain, or be interpreted as, a comprehensive listing of all requirements or responsibilities that may be required by employees in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.